



Planning Grants

The Community Development Office (CDO) is pleased to announce a new expedited review process for planning grants, which is designed to assist local governments with planning for the future of their community. Grants requests of up to \$50,000 will be considered.

Through this new process, the CDO seeks to expedite funding and alleviate the time consuming review of eligible small planning grants. Since planning cannot be accommodated as a loan, the decisions will be purely based on criteria developed to support eligibility.

General Guidance and Grant Information

IMPORTANT DATES Applications must be submitted on the usual trimester basis which is **5 p.m., on the grant due date – June 1, October 1 and February 1**. Please review the application information section on the Permanent Community Impact Board Fund (CIB) website at: jobs.utah.gov/housing/community/cib/index.html.

APPLICATION The CIB Application Form can be downloaded from: jobs.utah.gov/housing/community/cib/documents/cibapplication.doc. Applications must include all required attachments, including the [Planning Grant Addendum](#).

REVIEW PROCESS After receiving a complete application package, CDO staff will review and score applications based upon defined funding criteria. Information for vetting projects is provided through responses on the application, required attachments, and an interview with applicants. Projects are assigned a final score with awards to those scoring above a defined threshold. Applicants will be notified of a funding decision within a month of the trimester due date (July 1, November 1, March 1). Grant recipients will be mailed a contract for signature and they can begin reimbursing for eligible expenses once the contract is fully executed.

MATCH REQUIREMENTS CDO Planning grants are matching grants. The project applicant is required to commit financially with a minimum 50% cash match to the project in order to apply. CIB will not fund more than 50% of the total project cost or \$50,000, whichever is lower.

REIMBURSEMENTS Funds are disbursed on a reimbursement basis. This means that your community will be required to expend some funds prior to requesting payment from CIB, if a grant is awarded. Reimbursements shall be at 50% of invoice unless all funds are placed in a [Utah Public Treasurers' Investment Fund](#) (PTIF) account. No funds included in the project can be expended prior to grant award.

ELIGIBLE APPLICANTS To apply directly as the applicant, your organization must be an eligible applicant under Title 35A/Chapter 8/35A-8-S301. Applicants can apply for this type of fund only once per fiscal year (July 1–June 30).



TIMELINE FOR COMPLETION Planning grants are required to be completed within two years of the grant award date. Further planning grants cannot be awarded until previously awarded grants are completed.

ELIGIBLE PROJECT TYPES CIB planning funds are available for general planning, master plans, hazard mitigation studies, environmental impact studies, water resource plans, soils analysis and feasibility studies. Other types not specifically mentioned shall be reviewed for eligibility. Planning projects must be strategic and forward thinking in nature.

ELIGIBLE PROJECT COSTS Consultant costs, professional services such as facilitation, professional planning, costs that directly relate to the planning activity such as inventories, design, GIS/mapping, printing, advertising expenses for required public hearing(s), focus groups, surveys, and web based outreach.

INELIGIBLE PROJECT COST/IN-KIND MATCH Grant writing or administration costs; volunteer time; future costs of land acquisition and facility development; costs of existing operations; indirect costs; events, publications, advertising and/or similar items for fundraising or public meetings; construction/architectural design; any permitting costs. The process and criteria for ordinance or code writing/updating is currently under development.

SUCCESSFUL PROJECTS Successful applicants will: fully follow their own procurement process; have highly engaged leadership who are working with the Association of Governments Regional Planner on scoping this project and working on community development essentials; have the financial ability to implement the plan; and submit their completed application on time. Successful projects will be clearly defined with costs clearly justified; have a demonstrated and compelling need for the study; have prepared for the project; be for a community-wide benefit; and implement best practices. Robust public engagement is strongly encouraged.

Contact

We encourage you to contact us in advance of tackling the application to discuss your project and answer any questions or concerns that you may have. We want to see your project be successful and will provide any assistance that we can to make that happen. We encourage you to attend one of the annual CIB Application Tutorials, request sample grant applications and submit a draft application for review. Contact your AOG Regional Planner for assistance. We look forward to working with you and your community!

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